



**NIGHTCLUB  
& BAR SHOW**  
*LAS VEGAS 2020*  
MARCH 30-APRIL 1 / LAS VEGAS CONVENTION CENTER

# International Shipping & U.S. Customs / FDA Instructions

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## Official Customs Broker and Freight Forwarder

PIBL - Phoenix International Business Logistics, Inc.  
1201 Corbin Street  
Elizabeth, NJ 07201

Attention:

Sally Mulkenn

Tel: 908.355.8900

Fax: 908.355.8883

E-Mail: [smulkeen@phoenixlogistics.com](mailto:smulkeen@phoenixlogistics.com)

Freight originating from cities outside the United States requires special consideration not covered in the handling and shipping section of this manual. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

## **CUSTOMS CLEARANCE OPTIONS**

PIBL can arrange to clear your merchandise through customs on a temporary or permanent duty paid entry. If you are intending to ship high value merchandise, we suggest you apply for an ATA Carnet in the country of origin. Carnets should only be utilized for high valued merchandise which is intended for re-export from the U.S. in the same condition in which they were imported. Merchandise entered into the U.S. under a Carnet and not exported is subject to U.S. Customs duty, penalties and or fines.

# REQUIREMENTS FOR FOOD AND ALCOHOLIC BEVERAGES

FDA, USDA, TTB and Customs closely monitor the import of food and beverage products into the commerce of the United States. Specifically the Import of meats, seafood, cheeses, pasta, produce, pates and alcoholic beverages. Exhibitors intending to ship such items are encouraged to provide PIBL of the specific products as much as 3 months in advance of export or no later than **January 30, 2020**. As much time as possible should be provided PIBL for review and approval of commercial invoices for food and beverage products.

When informing PIBL of your product, please include the following information:

- ❖ Show name and date
- ❖ Exhibitor name and booth number - Mode of Transport
- ❖ Description of the product in English
- ❖ Harmonized number (<https://www.usitc.gov/tata/hts/bychapter/index.htm>)
- ❖ FDA Product Code for Food Refer to: <https://www.accessdata.fda.gov/scripts/ora/pcb/index.cfm>
- ❖ Quantity by Package size and type of packing for each individual item
- ❖ Gross and net weight, value and dimensions of each item
- ❖ List of ingredients by weight of each item
- ❖ Foreign Supply Verification Program Importer appointed by the Exhibitor (PIBL affiliate The Radius Group can assist with FDA Facility registration and FSVP Services)
- ❖ Other Known Required Codes or Registrations based on commodity

**Please contact PIBL or PIBL overseas agent in your country of origin for a copy of model proforma invoice as a guideline.** Referenced below are several U.S. government agency websites that contain useful information and regulations regarding food and beverage products intended for import into the U.S.:

US Dept. of Agriculture (USDA) Homepage: <http://www.usda.gov/>

USDA Food Safety & Inspection Service: <http://www.fsis.usda.gov>

USDA APHIS Plant Protection & Quarantine: <http://www.aphis.usda.gov/ppq/>

USDA Agricultural Marketing Service: <http://www.ams.usda.gov/>

USDA APHIS Veterinary Service: <http://www.aphis.usda.gov/vs>

US Food & Drug Administration (FDA) Homepage: <http://www.fda.gov/>

FDA Center for Food Safety & Applied Nutrition: <http://vm.cfsan.fda.gov/list.html>

US Alcohol & Tobacco Tax & Trade Bureau TTB: <http://www.ttb.gov/>

US Trade Representative's Office: <http://www.ustr.gov/>

National Marine Fisheries Service: <http://swr.nmfs.noaa.gov/tmm.htm>

USDA APHIS Fruits and Vegetables Import Requirements Database:  
[http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/quarantine\\_56/favir.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/quarantine_56/favir.shtml)

## TRANSPORTATION SERVICES

For information regarding export services from your location to Las Vegas, please feel free to contact one of the following PIBL agents or contact us in NJ for the name and phone number of an agent nearest you.

<p style="text-align: center;"><b>UNITED KINGDOM</b></p> <p>GBH Exhibition Forwarding Ltd, 10 Orgreave Drive Handsworth, Sheffield S13 9 NR Contact: Mark Saxton Phone: [44] 1142690641 Fax: [44] 1142693624 E-mail: <a href="mailto:Mark@gbhforwarding.com">Mark@gbhforwarding.com</a></p>	<p style="text-align: center;"><b>GERMANY</b></p> <p>FairExpress GMBH Grafenheider Strasse 103 33729 Bielefeld/Germany Contact: Christiane Roelfs Phone: [49] 52-1911-4420 Fax: [49] 52-1911-4411 E-mail: <a href="mailto:christiane.roelfs@fairexpress.de">christiane.roelfs@fairexpress.de</a></p>
<p style="text-align: center;"><b>ITALY</b></p> <p>O.T.I.M. S.p.A. – Int'l Fairs Dept. I-20159 Milano - Via Porro Lambertenghi, 9, Italy Contact: Chiara Rossolimo Bergamini Phone: [39]-02 69912255 Fax: [39] - 02 69912231 E-mail: <a href="mailto:chiara.rossolimo@otim.it">chiara.rossolimo@otim.it</a></p>	<p style="text-align: center;"><b>AUSTRALIA</b></p> <p>Agility Fairs &amp; Events 32 Sky Road Melbourne Airport VIC 3045, Australia Contact: Stephanie Robson Phone: 61-393303303 Fax: 61-393303337 E-mail: <a href="mailto:expoeasy@agilitylogistics.com">expoeasy@agilitylogistics.com</a></p>
<p style="text-align: center;"><b>SPAIN</b></p> <p>Internacional Trade Shows S.A. (ITS, S.A) AVDA. Eduard Corbella, 86-88 Barcelona, Spain E-08440 Contact: Mrs. Marta Ravell Phone: [34] 932004675 Fax: [34] 932001694 E-mail: <a href="mailto:marta.ravell@itsfairs.com">marta.ravell@itsfairs.com</a></p>	<p style="text-align: center;"><b>CANADA</b></p> <p>PIBL - Phoenix Int'l Business Logistics, Inc. 1201 Corbin Street Elizabeth, NJ 07201 Contact: Roger Howell Phone: 908-355-8900 Fax: 908-355-8883 Email: <a href="mailto:rhowell@phoenixlogistics.com">rhowell@phoenixlogistics.com</a></p>

## MARKING

To insure timely delivery to your stand, all cases should be marked as follows:

Name of Exhibitor  
Name of Show and Exhibition Center  
Booth number  
Piece #1 /up

## DOCUMENTS REQUIRED (Forward to Phoenix NJ)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney/Import Freight Information Sheet

## **OCEAN FREIGHT AND AIRFREIGHT SHIPMENTS**

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. Temporary and permanent shipments cannot be consolidated and shipped under the same bill of lading. Separate bills of ladings and invoices must be issued. All goods intended for sale in the United States are subject to normal customs duty and taxes.

## **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Successful customs clearance and delivery of international courier shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we suggest exhibitors utilize PIBL's customs clearance, receiving and delivery services by consigning their shipments as below. With correct consignee instructions provided to the courier, PIBL is able to customs clear, receive, consolidate and deliver your shipment to the show. Our employees are available to monitor and confirm your shipment was delivered to your booth. Please contact us to discuss the best method for handling your package/courier shipments.

## **CONSIGNEE & NOTIFY PARTIES**

Consign & Notify both Air & Ocean Shipments as follows:

Consignee:           Name of Exhibitor – Booth #  
                          Name of Show  
                          C/O Las Vegas Convention Centner  
                          3150 Paradise Rd.  
                          Las Vegas, NV 89109

Notify Party:       PIBL – Phoenix Intl Business Logistics, Inc.  
                          ATTN: Sally Mulkeen - 908-355-8900

*All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.*

## **RETURN TRANSPORTATION OF EXHIBITION GOODS**

After the close of the exhibition, Please make arrangements with PIBL for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance from PIBL by emailing your requirements to the Phoenix agent listed above.

## **PAYMENT CONDITIONS**

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center through our designated agents or directly to PIBL. Phoenix accepts cash, American Express or traveler's checks.

## **TERMS OF FREIGHT ACCEPTANCE**

All freight shipments must be shipped to the U.S. on a prepaid basis.

## **TERMS AND CONDITIONS OF SERVICE**

All business undertaken by PIBL is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

## **TERMS OF DELIVERY/DEADLINES FOR ARRIVAL IN US**

In order to assure timely delivery to show site, freight and documents must arrive in the U.S. between 8 -10 days prior to your move in date. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

## **US/CANADIAN BORDER CROSSINGS**

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker has the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the name of the exhibitor or a distributor representing the exhibitor.

Exhibitor's expecting problems with border clearances should contact PIBL at 908-355-8900. For a fee, PIBL is prepared to clear your merchandise at the border or in Las Vegas using their IRS number as the ultimate consignee. Please contact them in advance to discuss document requirements.

## **RESTRICTIONS ON WOOD PACKING MATERIAL**

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement began July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website: <http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>